

## **POLISH STUDENT INTERNSHIP PROGRAM**

### **Intern Vacancy Announcement: PSIP/I/FCS**

**Open to:** Eligible Polish Students  
**Position:** Student Intern in the Foreign Commercial Service  
**Opening Date:** March 11, 2013  
**Closing Date:** March 29, 2013  
**Work Hours:** 9 am to 4 p.m. hours per day  
**Days Per Week:** 5 days (flexible schedule)  
**Duration:** 3 months or longer if possible

**Note:** All applicants must be of Polish citizenship and meet the required definition of student as provided in the application materials to be eligible for consideration.

The U.S. Embassy in Warsaw is seeking to hire Polish Student intern to support Foreign Commercial Service in programs and events.

### **MAJOR DUTIES OR PROJECTS:**

- The Commercial Section of the U.S. Embassy assists U.S. companies in doing business in Poland;
- Inters work on a variety of projects focused on business, under the supervision of Polish industry experts and an American Commercial Service Officer;

### **SCOPE OF WORK AND RELATED DUTIES:**

• Duties include telephoning and emailing prospective Polish business partners, doing interpretation work for U.S. companies, event management, market research, and clerical/administrative duties.

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### **QUALIFICATIONS REQUIRED:**

#### **KNOWLEDGE:**

• Interns must have an educational background in business, and be interested in learning American business practices.

#### **SKILLS:**

- Computer skills required, Excel and Word skills preferred – communication and organizational skills
- Good writing and interpreting skills

**ABILITIES:**

- Must have good interpersonal skills, flexibility, dependable with a positive attitude

**LANGUAGE REQUIREMENTS:**

- spoken and written English and Polish Level 3/3

Information and application materials are available at  
[http://poland.usembassy.gov/poland/internship\\_info.html](http://poland.usembassy.gov/poland/internship_info.html)

Interested applicants for this position should send back the completed Application for Polish Student Intern Program and Statement of Interest together with other documentation (certified transcripts, written permission from the educational institution) that addresses the qualification requirements of the position listed above by:

1. email :PSIPWarsaw@state.gov
2. mail or hand delivery to:

U.S. Embassy  
Human Resources Office  
ul. Piękna 14a  
00-540 Warszawa  
Attn. Polish Student Internship Program

**Closing date for this position: March 29, 2013**

**Equal Opportunity Employer**